



**KETCHIKAN HIGH SCHOOL  
STUDENT HANDBOOK**

**2018-2019**

# 2018-2019 BELL SCHEDULES

## 2018-2019 Daily Schedule

Period	Class Time
0	7:00-7:55
1	8:00-8:59
2	9:04-10:00
<b>Nutrition Break</b>	10:00-10:15
3	10:20-11:16
4	11:21-12:17
<b>LUNCH</b>	12:17-12:47
5	12:52-1:48
6	1:53-2:49

## 2018-2019 Advisory Day Schedule

Period	Class Time
0	7:00-7:55
1	8:00-8:50
2	8:53-9:45
<b>Nutrition Break</b>	9:45-10:00
3	10:05-10:55
<b>Advisory</b>	11:00-11:30
4	11:35-12:25
<b>LUNCH</b>	12:25-12:55
5	1:00-1:50
6	1:55-2:49

## 2018-2019 Assembly Day Schedule

Period	Class Time
0	7:00-7:55
1	8:00-8:48
2	8:53-9:41
<b>Nutrition Break</b>	9:41-9:56
3	10:01-10:49
4	10:54-11:42
<b>LUNCH</b>	11:42-12:12
5	12:17-1:05
6	1:10-1:58

## 2018-2019 Shortened Day Schedule

Period	Class Time
0	7:00-7:55
1	8:00-8:40
2	8:45-9:25
3	9:30-10:10
4	10:15-10:55
5	11:00-11:40
6	11:45-12:25
<b>LUNCH</b>	
<b>BUS PICK UP AT 1:00 PM</b>	

## 2018-2019 2-Hour Delayed Start Schedule

Period	Class Time
0	NONE
1	10:00-10:40
2	10:45-11:25
3	11:30-12:10
<b>LUNCH</b>	12:10-12:40
4	12:45-1:20
5	1:25-2:05
6	2:10-2:50

## 2018-2019 Final Exam Bell Schedule

<b>First Day</b>	Periods 1 & 4
<b>Second Day</b>	Periods 2 & 5
<b>Third Day</b>	Periods 3 & 6
Study Time (1,2,3)	8:00-8:40
Nutrition Break	8:40-8:55
Final (1,2,3)	9:00-11:00
<b>LUNCH</b>	11:00-11:40
Study Time (4,5,6)	11:45-12:25
Nutrition Break	12:25-12:40
Final (4,5,6)	12:45-2:49

## OFFICE STAFF

Main Office Phone: 225-9815

Main Office Fax: 247-5761

Bob Marshall	<i>Principal</i>
Cole Maxwell	<i>Assistant Principal</i>
Melissa Johnson	<i>Activities Director</i>
Loreli Richardson	<i>Admin Assistant</i>
Phaedra Painter	<i>Attendance</i>
Daryl Nichols	<i>SRO</i>

## COUNSELING/REGISTRAR

Natasha O'Brien (9-10)	<i>Counselor</i>
Bob McClory (11-12)	<i>Counselor</i>
Kelli Carlin-Auger	<i>Registrar</i>

## SPED/ELL

Megan Beattie	<i>Math</i>
Gara Cesefske	<i>Science</i>
Sally Stockhausen	<i>English</i>
Gale Lindemann	<i>Special Services</i>
Trisha Nichols	<i>Speech Services</i>
Gabe Asper	<i>ELL/ESL</i>

## ENGLISH LANGUAGE ARTS

Rebecca Bowlen	<i>ELA/AP Lang</i>
Sarah Campbell	<i>ELA</i>
Judy Christensen	<i>ELA</i>
Jeff Lund	<i>ELA/Journalism</i>
Linnaea Troina	<i>ELA/AP Lit</i>

## MATH

Joey Fama	<i>Alg1/Alg2/Geo</i>
Jennifer Karlik	<i>MA-Trig/Alg1</i>
Evan Raber	<i>Alg1/Alg2/Geo</i>
Gerald Scarzella	<i>Alg1/PerFin/CompTech</i>
Peter Stanton	<i>Geo</i>
Terri Whyte	<i>Alg1/Geo/APCalc</i>

## SCIENCE

Julie Landwehr	<i>Bio/MarineBio/Ocean</i>
D Jay O'Brien	<i>Bio1/Bio2/APBio</i>
Nick Pader	<i>IntSci/Physics</i>
Sean Powell	<i>Chem1/Chem2/APChem</i>
Leif Sivertsen	<i>IntSci/EarthSci/Bio1</i>
David White	<i>Health/Bio/MedTerms</i>

## SOCIAL STUDIES

Michael Cron	<i>World/APEuro</i>
David Mitchel	<i>Gov/World/Debate/Econ</i>
Eric Stockhausen	<i>World/PE</i>
Susan Stone	<i>Gov/APGov/AK Studies</i>
Leigh Woodward	<i>US/APUS/AK Studies</i>

## FOREIGN LANGUAGE

Ben Borgelt	<i>Spanish</i>
	<i>Haida</i>

## ARTS

Louise Kern	<i>Art</i>
Debbie McLavey	<i>Native Art</i>
Deidra Nuss	<i>Band/PE Cond</i>
Trina Purcell	<i>Choir</i>

## CTE

Rick Collins	<i>Maritime/PE Cond</i>
David Lindquist	<i>Woods/Welding</i>
Allegra Machado	<i>Yrbk/Entr/Mkt/PE Cond</i>
Clint McClennan	<i>Auto Shop</i>
Cameo McRoberts	<i>Culinary Arts</i>
Shayla Shelton	<i>EdRising/Acct/Online</i>

## LIBRARY

Caitlin Jacobson	<i>Head Librarian</i>
Becky Moody	<i>Librarian Asst</i>

**District Philosophy Statement:**

The KETCHIKAN GATEWAY BOROUGH SCHOOL DISTRICT (KGBSD) believes that some critical components in education are: students, parents, staff (administrators, principals, and teachers), and the community at large. Each has interests and rights; each has corresponding responsibilities. The KGBSD sees each group as having at least the following rights, responsibilities and duties.

**District Mission Statement:**

To provide high quality instruction to every student within a positive environment reflective of our community needs.

**Activities:**

For an updated listing of school activities, please visit the [Ketchikan High School website](http://www.kgbsd.org/khs) (www.kgbsd.org/khs).

**Calendar of Events:** For an updated listing of scheduled events, please visit the [Ketchikan High School website](http://www.kgbsd.org/khs) (www.kgbsd.org/khs).

**School colors:** Maroon and White

**Mascot:** King Salmon

**Kayhi Fight Song**

**We pledge allegiance to dear old Kayhi  
To give us power to keep our true colors high  
Push on to greater glory  
So that her honor may never die.**

**Then sing a song to Kayhi  
We give honor unto her name  
Proud her colors waving  
Every banner will tell her fame,  
Tra, la, la, la, la, la.**

**Maroon and White are fighting  
To bring home a victory  
We pledge our hearts to Kayhi  
And forever our loyalty.**

**Kings!**

## **A. NATIONAL HONOR SOCIETY**

### **1. Selection for National Honor Society**

- a. To be eligible for selection for membership in National Honor Society at Ketchikan High School, a student must be at least a junior who has been in attendance at Kayhi for at least one semester. If a student has not been at Kayhi for at least one full semester prior to his/her application, the principal at Kayhi may contact the principal from that student's previous school and, based on a recommendation, may waive the one semester requirement.
- b. Candidates for admission to National Honor Society must obtain an application for National Honor Society from the advisors and submit it completed in full, no later than the end of the school day on the date the applications are due.
- c. Candidates for admission to National Honor Society must have a minimum cumulative GPA of at least 3.00.
- d. All applicants who possess at least a 3.00 cumulative GPA will be submitted to an anonymous Faculty Selection Committee appointed by the principal, for evaluation on the criteria of leadership, character, scholarship, and service. Each member of the Faculty Selection Committee will vote independently on each candidate. Only those applicants receiving a majority of the Committee's votes will be admitted.

## **B. PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE**

To be eligible for the President's Award for Educational Excellences, students must meet the following requirements:

- a. This award applies to graduating seniors only.
- b. Students are to earn a 3.50 cumulative grade point average.
- c. Students must score in the 85th percentile or higher in math or reading on their SAT or ACT college admission examinations.

## **C. ACCIDENT INSURANCE**

The KGBSD makes insurance forms available for the student body at the beginning of each school year. It must be understood that the high school makes this insurance available as a public service and does not take responsibility for the policy nor for payment of claims.

## **D. ACTIVITIES**

### **SPORTSMANSHIP**

**Ketchikan High School where sportsmanship is an expectation.**

**Let the players play, let the coaches coach, let the officials officiate, let the spectators be positive.**

1. School activities can be interesting and make a student's high school experience far more enjoyable. For a list of school-sponsored activities, please contact the high school office.
2. An individual must be enrolled as a full-time Kayhi/Revilla student, agree to activities policies and pay the assessed activities fees in order to participate in these activities.
  - a. Students who participate in school-sponsored activities are subject to random drug testing as per KGBSD BP 5131.61.
  - b. Activity Letters: These are general guidelines. Emphasis in all activities is the student's ability to represent the school in an appropriate manner and to display good sportsmanship. These two criteria will receive prime emphasis as letters are awarded. The awarding of a varsity letter is left to the discretion of varsity

coaches. Varsity letters are the only letters that will be awarded. Each coach is required to submit criteria for lettering to the to the Activities Director and Kayhi administration at the beginning of the season. Each activity will sponsor a mandatory pre-season parent/guardian/player meeting. Lettering criteria will be made available at that meeting.

c. Eligibility Requirements for Activities:

i. The [Alaska School Activities Association](#) (ASAA), of which we are a member school, has the following regulations by which we will abide:

1. All freshman, sophomores and juniors must be enrolled in a minimum of five (5) classes that lead to the granting of credit. Seniors who are on track to graduate must take at least four (4) classes to be eligible; other seniors must be enrolled in a minimum of five (5) classes to be eligible.
2. A student who becomes 19 years of age by August 1st shall be ineligible for interscholastic competition.
3. After the first semester of the ninth grade, the student must have passed, for the immediately preceding semester, at least five (5) semester credits toward graduation.
4. Have a physical examination and parent consent for emergency treatment and indication of accident insurance form on file signed by the parent that is dated within the last 18 months.
5. All students must maintain at least an overall 2.0 GPA during the current semester to remain eligible.
6. Any student who is expelled from a school will not be eligible in another school during the duration of the expulsion.
7. Students may participate for a maximum of eight consecutive semesters.
8. Students will be required to comply with both the district's and ASAA's tobacco, alcohol and other drug policies.

ii. The KGBSD Board of Education has established these further requirements (BP 6145):

1. Must be a full-time student (enrolled in 6 classes), if not a senior. No participant may have a failing grade on their report card from the previous grading period, including 1<sup>st</sup> and 3<sup>rd</sup> quarters and the 1<sup>st</sup> semester grades for the current academic year, and the 2<sup>nd</sup> semester grades to determine eligibility in the next school year. The participant will be ineligible for the following quarter. This will also carry over from spring to fall grading periods.
2. KGBSD Board Policy: All students must maintain an overall 2.0 GPA ("C" average) with no failing grade or no more than one (1) "D" during the current grading period to be eligible to travel for school activities. Students must also be passing all classes with no more than two (2) "D's" in order to participate in home games, meets, and matches.
3. If the student is not eligible at the scheduled time of departure of the team or group, that student will not be allowed to travel at an alternate time; they are deemed ineligible for the entire trip.
4. If a ticket has been purchased for a student and that student is deemed ineligible for travel and if the ticket cannot be used for school travel at a later date or used for another student, the student will be responsible for purchasing the ticket from the

funding source at full purchase price. The student will be responsible for all airline change fees associated with the ticket. Failure to reimburse the funding source in such cases will render the student ineligible for further activities.

- d. Conduct and rules: Students are required to follow the expectations outlined in the KGBSD Activities Packet (the "Fish Packet"), which participants and parents read and sign at the beginning of each season.

#### **E. DRUG TESTING POLICY**

Participation in student activities is a privilege that will be taken away for failure to comply with this policy. Students who wish to participate in high school extra-curricular activities shall submit to drug testing as described in administrative regulation BP 5131.61(a) and the extra-curricular handbook.

Students of this District who are involved in high school and middle school athletic activities shall submit to drug testing as outlined in the Administrative Regulation. Student athletes are required to complete an authorization form that allows the District to conduct drug testing. Should a student and parent or guardian decline to complete this form, that student will not be allowed to participate in interscholastic athletics until such time as the student's parent or guardian signs the authorization.

All students affected by this policy shall be given notice of the policy and of the testing regulations adopted by the District.

*Legal Reference: Vernonia School District 47J v. Acton, 515 US 646 (1995)*

#### **F. CONTACT INFORMATION CHANGES:**

Each student/parent is responsible for notifying the high school office when a change of address, email, or telephone number occurs.

#### **G. AIDES - STUDENT:**

1. Only juniors or seniors may be enrolled as teacher aides.
2. Teacher aide assignment is the discretion of the KHS administration.
3. Faculty members may request specific individuals as their aides.
4. Teacher aides earn elective credit using a pass/fail grading system.

#### **H. ANNOUNCEMENTS**

The school announcements are published on PowerSchool and read during morning announcements. All announcements must be submitted by 3:00pm prior to the day the announcements are to be read. Late submissions may not be added.

#### **I. ASSEMBLIES**

Assemblies are provided to encourage further learning experiences outside of those in the regular classroom. Students are expected to attend all assemblies taking place during the school day.

#### **J. AUDITORIUM BEHAVIOR**

1. Beverages and food of any kind are prohibited within the confines of the auditorium.
2. Electronic device use is prohibited during presentations.
3. Students are expected to treat the physical structure with respect (i.e. feet off the chairs,

4. No littering, no vandalism, no climbing on/over furniture, etc.).
5. Disruptive and insubordinate behavior will not be tolerated.

## **K. STUDENT PARKING**

Parking vehicles on campus is considered a privilege for students; along with that privilege, students are required to follow the guidelines and rules below:

### **1. Student Parking Guidelines**

- a. The school is not responsible for damage to private vehicles. All vehicles must be licensed and covered by insurance. School administration will not mediate any disputes arising from vehicle accidents. Students are responsible to report any such accidents to the Ketchikan Police Department.
- b. Video cameras monitor some areas of the parking lots.
- c. All vehicles parked on campus during the school day are subject to search provided there is reasonable suspicion. Any items deemed illegal which are found during searches shall be considered students' property.
- d. Students may park in lots located in front of the school including the upper and lower lots on either side of Fourth Avenue, as well as the "Senior Lot" which is adjacent to the alley. **Students may NOT park behind the school, as those lots are reserved for staff.**
- e. Students who utilize school parking lots agree to follow all rules governing driving and parking on school campus. Suspension of parking privileges, towing, and other forms of regular school discipline may be imposed when violations occur.

### **2. Student Parking Rules**

- a. Speeding and/or reckless driving is prohibited. The speed limit on campus is 5 m.p.h.
- b. Students must follow the designated traffic patterns and may not drive on any area that is not a part of those patterns including grassy areas, meridians, barriers, and so on.
- c. Students must park within the designated parking spaces that are outlined by white lines.
- d. Students may not use vehicles for any form of disruption, such as unnecessary use of a car horn or revving of an engine.
- e. Students will keep parking lots free of garbage and clutter.

## **L. BUS TRANSPORTATION**

Safe conduct and good behavior at bus stops is required by students in order to ride the busses. Failure to cooperate with the bus driver may result in the privilege of bus transportation being withdrawn by the bus company, First Student. All students must have a completed Transportation Agreement on file with First Student to ride the busses (you can find the form in the addendum of the Student Handbook). If you have questions you may contact First Student at 225-3806.

## **M. COUNSELING AND GUIDANCE**

The Counseling Department exists to help students investigate the many paths and opportunities that are open to them. Please contact them for help with career information, scholarship assistance, college testing dates and college requirements. The counseling and guidance department will be responsible for all scheduling of classes and student schedule changes.



## **N. COURSE LOAD REQUIREMENTS**

A "full load of classes" is defined as: enrollment in six (6) credit-bearing classes. All students are expected to enroll in six (6) classes each semester. A student may apply to take less than six (6) classes in a semester with the completion and approval of an early release/late arrival application. Applications can be obtained in the Principal's office.

## **O. COURSE CREDIT**

The normal time to change schedules is at the beginning of each semester. Enrollment in a class for a semester and earning of a passing grade allows the student to receive one-half credit for a class. Credit for each class will be determined by the student's final grade for the semester rather than the quarter grade. Any student who challenges a course requirement by testing out will receive ELECTIVE credit for that course. Non-traditional courses that have prior approval of the principal may be counted toward graduation credit.

## **P. DANCES**

All school dances will be sponsored by a school group and will have twelve (12) adult chaperones, six (6) of whom must be district employees, six (6) parents of Kayhi students, and one (1) high school administrator or his designee. The list of chaperones must be submitted by noon on the day prior to the dance. Normal school dance hours are from 8:00 pm to 11:00 pm; exceptions are Homecoming and Prom.

Rules for attendance are as follows:

1. All KGBSD high school students shall be admitted upon proper identification. Exceptions to these rules are:
  - a. Homecoming Dance where alumni of Ketchikan High School will be admitted;
  - b. Winter Ball admittance shall be by presale ticket only.
  - c. Prom admittance shall be by presale ticket only, and seniors' dates must be of junior or senior status.
  - d. Seniors may bring a guest to prom who are not enrolled in a KGBSD high school, provided the following requirements are met:
    - i. Seniors must provide administration with the names of the guests one (1) week before prom.
    - ii. Guests must meet with administration prior to prom during the school day.
    - iii. Guests will present themselves to administration upon arrival at prom.
    - iv. Guests will submit identification (i.e, a driver's license) to administration at this time for the duration of the event.
2. Visiting activity team members are admitted if accompanied by a pre-arranged visiting school chaperone.
3. There will be no traffic in and out of the building. After attendees have been admitted, if they choose to leave, re-admittance will not be granted.

## **Q. ELECTRONIC DEVICES**

The use of portable electronic devices is prohibited in class unless it is allowed by instructors. Possession of any portable electronic device is a privilege, which may be forfeited by any student not abiding by the terms of this policy.

1. No expectation of confidentiality shall exist for any portable electronic device. Students may be requested to surrender such devices to school authorities and may be required to unlock a device.
2. Students are forbidden from videotaping, photographing, or otherwise documenting acts or behavior that is illegal, that violates school code of conduct, or is for the purposes of social media exposure, bullying, harassment, etc. (BP 5131.43[b])

#### **R. FEES**

Charges are made for needless wear, damaged or destroyed classroom materials which are issued to students. At the end of each grading period, instructors will examine materials and assess any damage. Students are responsible for damaged, broken, or missing school equipment, and will be charged fees accordingly. All fees must be paid by the end of the school year.

Some courses require fees (see course descriptions). All fees are due at the beginning of each semester.

All fees will be collected and receipted in the office. It is recommended students save their receipts for proof of payment.

#### **S. GRADING**

Grading criteria is determined by the instructor of each course. Letter grades are to be awarded in each subject area as follows:

**A** = 90-100%

**B** = 80-89%

**C** = 70-79%

**D** = 60-69%

**F** = less than 60% (not passing for classes being taken under pass/fail criteria)

**P** = Pass (for classes being taken under pass/fail criteria)

**INC** = Incomplete (Students have two weeks in which to make up missing work)

**NC** = Loss of credit due to lack of attendance. \*

**WP** = Withdrawn, Passing

**WF** = Withdrawn, Failing

Quarter grades do not necessarily have to be averaged to make a semester grade. It is each instructor's prerogative whether to average the two quarters or to grade the semester as a whole. Students receive credit for semester grades, which are used to compute students' GPA.

\*Students who earn NC grades due to non-attendance may contact the principal and complete an attendance contract in order to restore letter grades upon completion of the contract.

#### **T. CLASS RANK AND GRADE POINT AVERAGE**

Class Rank is computed by a student's cumulative grade point average (GPA), which is computed using the following point values:

A = 4.0

B = 3.0

C = 2.0

D = 1.0

F = 0.0

#### U. GRADUATION REQUIREMENTS:

1. The credit requirements for graduation are set by KGBSD policy BP 6146.1:

English/Language Arts	4.0	
Social Studies	3.0	(including .5 for Alaska Studies and 1.0 for American Government)
Math	3.0	
Science	3.0	
P.E.	0.5	
Health	0.5	
CTE	1.0	
Electives	7.0	
<b>Total</b>	<b>22.0</b>	
  
2. In addition, students must complete work experience requirements (100 hours paid or volunteer experience and successful completion of the state job application or an approved college application).
3. All graduates are required to meet all academic requirements for the year in which they actually do graduate.
4. Early graduation: Students with fewer than six semesters of high school attendance, but not fewer than six completed semesters of attendance, may graduate early if the following criteria are met:
  - a. 18 or more credits are earned at the beginning of the second semester of the desired graduation year;
  - b. Parental written permission is on file in the counselor's office;
  - c. Letter of Intention is submitted one semester prior to completion of requirements for graduation;
  - d. Approval is obtained from the high school principal;
  - e. All graduation requirements are completed;
  - f. The student has been accepted by an institution offering advanced educational or vocational training;

OR

The student can show proof of full time and continuous employment; OR

The student can provide evidence of engaging in an acceptable alternative program of education;

OR

If the administration believes it is in the best interest of the student.
5. Seniors should obtain a graduation handbook to know and understand the expectations and details of the graduation ceremony.

#### V. LIBRARY

Students at Kayhi have the privilege of using the library. The library is open from 7:00 am until 4:00 pm daily. Admittance during class time is allowed only through a pass issued by the classroom teacher and must be visible at all time during the student's stay in the library. Library staff will initial the pass upon return to the classroom. No students will be admitted during regular class periods without a pass. The library will be open during break and lunch for any students wishing to use its resources. Passes are not required during these times.

## **W. LOCKERS**

Each student is assigned a locker by the office. Students bear all responsibility for loss of personal belongings or for loss of classroom materials and/or supplies. Kayhi accepts no responsibility for theft from lockers. Students are to comply with the following guidelines:

1. Lockers are to be kept clean and in order. Locker condition will be assessed for damages and the end of each school year, and fees will be applied as warranted.
2. Locker decorations are to be approved by the administrators or designee, and should be attached by tape only.
3. Half lockers not joined by the office are not to be joined to create one long locker.
4. Lockers are personal message areas for telephone messages or locker notes. Students are responsible for checking their lockers for messages/notes, even if lockers are not used.
5. Valuables should not be stored in lockers. Students may take valuables to the office to be locked in the safe.
6. Sharing lockers and/or locker combinations is not allowed.
7. Each student taking physical education is encouraged to rent a lock from the office for the gym lockers. Rental cost is \$1.00 per year. If the lock is not returned at the end of the year, the student will have to pay for its replacement value.

## **X. LOST AND FOUND**

The lost and found is located outside the library. Clothing and other articles not claimed are periodically donated to local charities.

## **Y. OPEN CAMPUS**

An open campus arrangement is permitted during the lunch period. Students may leave campus to eat lunch or conduct routine business as per their parents' wishes. All students are to remain in the school building at all of times of the school day, including Nutrition Break and passing periods.

## **Z. STUDENT RECORDS**

Detailed guidelines for the collection, maintenance, and dissemination of student records exist in the KGBSD Board Policy. Students records are open to inspection by students and/or their parents or guardians by appointment during regular school hours. Students requesting transcripts are to contact the school registrar.

## **AA. SENIOR YEAR CULMINATING EVENTS**

Throughout the Senior year students will have the opportunity to take part in various activities such as, but not limited to:

- Prom
- Senior Skip Day
- End of the Year Paper Toss
- Senior Tea
- Graduation

Any behavior on the part of a single student - or group of students - that disrupts the orderly flow of those events, or which generally disrupts the school, or which has a negative impact on individual students, will not be tolerated. These behaviors include, but are not limited to:

- Pranks

- Hazing
- Vandalism
- Harassment
- papering of lockers
- or any such action that deviates from the normal school day.

These behaviors will result in disciplinary and possible legal action on the part of the school and/or police department.

#### **BB. SENIOR STATUS**

Senior status is based upon credits at the end of the junior year. Students with 15 credits or more will be classified as a senior; students with fewer than 15 credits will not be considered seniors, and will not be allowed to participate in senior activities until they reach 18 credits.

#### **CC. SCHEDULE CHANGES**

Students are expected to remain in their chosen classes unless extenuating circumstances are verified, and approval by the principal is obtained. Schedule changes will be kept to a minimum. Students desiring a schedule change must meet with a counselor.

#### **DD. SEMESTER FINALS**

Semester finals may be administered at the discretion of each course instructor.

#### **EE. STUDENT ACTIVITY PARTICIPATION FEE**

The Ketchikan Gateway Borough School District Board of Education has approved yearly participation fees for Ketchikan High School activities, noted as follows:

1. \$150.00 for the first activity;
2. \$50 for each additional activity;
3. A fee cap of \$250 per student or \$500 per family.
4. Participation fees apply to activities which meet any two of the following three criteria:
  - i. The school district pays the salary of the activity coach.
  - ii. The school district pays the travel of the activity participants.
  - iii. The school district pays the travel expenses of the activity coach/advisor.

The student activity participation fee is due and payable before a student begins practice.

Financial aid is available for student who evidence a hardship in meeting those fees; contact the administration for details.

#### **FF. STUDENT BODY ASSOCIATION (SBA)**

The Student Body Association is Ketchikan High School's student elected government. All students are eligible to vote for SBA President, SBA Vice President, SBA Secretary, and SBA Treasurer. Voting for SBA officers takes place in the Spring of each school year and the SBA officers begin their official duties after the current SBA officers are graduated from Kayhi. To learn more about the duties of SBA officers and how to run for office please see the SBA Advisor.

It is important to note that holding an SBA office is a privilege and officers are expected to follow all school policies. Any student already holding office can be removed by administrative discretion.

## **GG. VISITORS**

All visitors must sign in at the Office and obtain visitor passes, which must be worn while in the building. Upon leaving, visitors must sign out at the office and return the visitor passes.

Students who wish to host an enrolled high school student from another district to “shadow” them during a school day must submit to the principal/vice principal a written request 24 hours in advance of the visit, and must secure written permission from each of his/her teachers. Permission forms are available in the office.

## **HH. TRANSFER/WITHDRAWAL**

1. Transfer Procedures: Students who transfer from school ten or more school days prior to the last day of school will be transferred without grades earned to date. It is expected that transferring students will be enrolling in another school district and that final credit earned will be determined at the new school. Credits will not be issued by Ketchikan High School.
2. Withdrawal Procedures: Students who withdraw are required to have a parent/guardian contact the school for a conference showing the necessity for the withdrawal. All classwork must be made up before the student withdraws or credit will not be granted. Students who withdraw fewer than ten school days prior to the end of the school year will be issued withdrawal grades and semester or yearlong grades, as they apply.

## **II. SAFETY PROCEDURES**

Everyone is expected to follow instructions of staff during emergency drills. While not all contingencies can be planned for, the staff does have emergency response procedures in place.

# Code of Conduct - Ketchikan High School AR 5131 pg. 1

## A. INTRODUCTION

1. These rules and procedures are designed to be consistent with District philosophy and goals and with community expectations.
2. These rules and procedures are designed to protect the safety, rights and responsibilities of students, parents, and employees.
3. Every reasonable effort will be made to change unacceptable student behavior into acceptable behavior.
4. These disciplinary rules apply to student conduct at all times while students are at school or on school premises, on District-provided transportation, at any place where a District-sanctioned interscholastic athletic contest is taking place, during the course of any field trip or during the course of any other trip or activity sponsored by or under the supervision of the Board or of sponsors designated by the superintendent.

## B. TEACHER RESPONSIBILITIES

1. Each teacher shall be in charge of his/her classroom and shall enforce District-wide rules and regulations for the proper management of students. District staff is expected to comply with this policy by example.
2. No pupil will be subjected to corporal punishment. Alaska Department of Education regulations define "corporal punishment" as the "application of physical force to the body of a student for disciplinary purposes." (4 AAC 07.900)
3. Corporal punishment does not include the use of reasonable and necessary physical restraint of a student to protect the student, or others, from physical injury, to obtain possession of a weapon or other dangerous object from a student, to maintain reasonable order in the classroom, or on school grounds, or to protect property from serious damage or destruction.

## C. APPLICATION

1. These regulations apply to the following student conduct:
2. Conduct which occurs while a student is on school premises during, immediately before or immediately after school hours when supervision is provided.
3. Conduct which occurs while a student is at a school-sponsored event (before, during or after normal school hours).
4. Conduct which occurs while a student is traveling on District-provided or District sponsored transportation to or from school or a school-sponsored event.
5. Conduct on school premises at any other time when the school is being used by a school-sponsored group.
6. Higher standards may exist for students involved in voluntary extracurricular activities or athletics.
7. The Student Activities Handbook and the regulations adopted by the Alaska School Activities Association (ASAA) also apply to the code of conduct.

## D. DISABLED STUDENTS

1. Discipline of a disabled student will comply with the provisions of Section 10 of the Policy and Procedure Manual for the Special Education Student, and with all other required procedures and processes.
2. Such disciplinary procedures should be included in an individual education plan and discussed with the parent/caretaker during the individual education plan process.
3. In developing the individual education plan, the Student Services Team shall review the needs of the student and the manner in which the handicap may affect behavior.
4. If it is determined that the student cannot be expected to follow acceptable behavior patterns because of substantial interference from the handicapping condition, the individual educational plan must specify the procedures to be followed if unacceptable behavior occurs.
5. Nothing in this subsection is intended to negate or diminish the due process rights afforded to non-handicapped students.

## **E. REFERRAL PROCEDURE**

1. Building administrators will develop a standard referral system to be used by Ketchikan High School staff.
2. Staff members will refer students to the designated school administrator. Kayhi staff members will be required to submit a "Student Behavioral Referral" in writing with evidence of a parent contact.
3. The list of consequences for each offense describes the usual and customary consequences for each infraction, and subsequent infractions, and it is expected that, except in a unique circumstance, the listed consequence(s) will be utilized.
4. The age appropriateness of a particular consequence will be taken into consideration.

## **6. OFFENSES AND CONSEQUENCES**

### **6.1 Verbal assault** of a student, staff member, volunteer or other adult.

#### **6.1.1 First Offense** - Grades 9-12:

- 6.1.1.1. Contact with parent/caretaker.
- 6.1.1.2. In-house suspension and/or suspension for a minimum of one (1) and a maximum of three (3) school days.
- 6.1.1.3 Student's name may be submitted to the Student Services Team, counselor or other intervention persons.
- 6.1.1.4 Conference with parent/caretaker prior to return of student to school may be required by the building administration.
- 6.1.1.5 Optional: Referral to proper authority

#### **6.1.2. Second and Subsequent Offenses** - Grades 9-12:

- 6.1.2.1 Contact with parent/caretaker.
- 6.1.2.2 In-house suspension and/or suspension for a maximum of five (5) school days.
- 6.1.2.3 Student's name may be submitted to the Student Services Team, counselor or other intervention persons.
- 6.1.2.4 Conference with parent/caretaker prior to return of student to school may be required by the building administration.
- 6.1.2.5 Optional: Referral to proper authority.

### **6.2 Physical assault** of a student, staff member, volunteer or other adult.

#### **6.2.1 First and Subsequent Offenses** - Grades 9-12:

- 6.2.1.1 Contact with parent/caretaker.
- 6.2.1.2 In-house suspension and/or suspension for a maximum of ten (10) school days up to permanent expulsion.
- 6.2.1.3 Restitution for personal damages and/or school property that was damaged or destroyed associated with the assault.
- 6.2.1.4 Student's name may be submitted to the Student Services Team, counselor or other intervention persons.
- 6.2.1.5 Conference with parent/caretaker prior to return of student to school may be required by the building administration.
- 6.2.1.6 Optional: Referral to proper authority.

### **6.3 Fighting:** Mutual use of physical force by two or more students.

#### **6.3.1 First Offense** - Grades 9-12:

- 6.3.1.1 Contact with parent/caretaker.
- 6.3.1.2 Conference with student and involved parties.
- 6.3.1.3 In-house suspension and/or suspension for a minimum of one (1) and a maximum of ten (10) school days.
- 6.3.1.4 Conference with parent/caretaker prior to return of student to school may be required by building administration.

#### **6.3.2 Second and Subsequent Offenses** - Grades 9-12

- 6.3.2.1 Contact with parent/caretaker.
- 6.3.2.2 Suspension for a maximum of ten (10) school days and/or expulsion.
- 6.3.2.3 Student's name may be submitted to the Student Services Team, counselor or



other intervention persons.

6.3.2.4 Conference with parent/caretaker prior to return of student to school may be required by building administration.

6.3.2.5 Optional: Referral to proper authority.

**6.4 Theft or damage:** Any deliberate damage to or theft of property belonging to the District or to an individual (including, but not limited to, books, locks and lockers).

6.4.1 First Offense Grades 9-12:

6.4.1.1 Contact with parent/caretaker.

6.4.1.2 Restitution and/or work service.

6.4.1.3 In-house suspension and/or suspension for a maximum of five (5) school days.

6.4.1.4 Referral to proper authority.

6.4.1.5 Parent/caretaker conference prior to reinstatement may be required by building administration.

6.4.2 Second and Subsequent Offenses - Grades 9-12:

6.4.2.1 Contact with parent/caretaker.

6.4.2.2 Restitution and/or work service.

6.4.2.3 In-house suspension and/or suspension for a minimum of three (3) and a maximum of five (5) school days.

6.4.2.4 Referral to proper authority.

6.4.2.5 Student's name may be submitted to the Student Services Team.

6.4.2.6 Parent/caretaker conference prior to reinstatement may be required by building administration.

**6.5 Alcohol and Drugs:** Possession, use or being under the influence of an alcoholic beverage or of any other drug. This rule applies to look-alike drugs and to those represented as being a controlled substance. The proper, prescribed use of medication obtained by medical prescription from a physician or a registered pharmacist, or over-the-counter medication authorized by a parent/caretaker in writing, shall not be considered a violation of this rule.

6.5.1 First Offense Grades 9-12:

6.5.1.1 Confiscation of item(s).

6.5.1.2 Item(s) turned over to proper authority.

6.5.1.3 Conference with parent/caretaker may be required by building administration.

6.5.1.4 Referral to proper authority.

6.5.1.5 Student's name may be submitted to the Student Services Team.

6.5.1.6 Suspension for a maximum of ten (10) school days.

6.5.1.7 Optional: Recommend participation in an approved community alcohol or other drug education program.

6.5.2 Second and Subsequent Offenses

6.5.2.1 Confiscation of item(s).

6.5.2.2 Item(s) turned over to proper authority.

6.5.2.3 Conference with parent/caretaker may be required by building administration.

6.5.2.4 Referral to proper authority.

6.5.2.5 Suspension for five (5) school days up to expulsion

6.5.2.6 Continuing suspension or expulsion.

6.5.3 All offenses - Selling or distributing an alcoholic beverage or any drug or drug paraphernalia; possession or use of drug paraphernalia. This rule applies to look-alike drugs and to those represented as being controlled substances. The District will support law enforcement efforts to enforce the Drug Free School Zone laws.

6.5.3.1 Confiscation of item(s).

6.5.3.2 Item(s) turned over to proper authority.

6.5.3.3 Contact with parent/caretaker.

6.5.3.4 Referral to proper authority.

6.5.3.5 Submission of name of student to Student Services Team.

6.5.3.6 Suspension for a minimum of five (5) school days up to expulsion.

**6.6 Tobacco:** Smoking, possessing, selling or distributing tobacco or tobacco products.

6.5.4 First Offense

6.5.4.1 Contact with parent/caretaker.

6.5.4.2 Referral to proper authority.

6.5.4.3 Confiscation of tobacco or tobacco product(s) if student is under age 19.

6.5.4.4 In-house suspension for one (1) school day.

6.5.4.5 Contact with parent/caretaker.

6.5.4.6 Confiscation of tobacco or tobacco product(s) if student is under age 19.

6.5.4.7 In-house suspension and/or suspension for a maximum of three (3) school days.

6.5.4.8 Referral to proper authority.

6.5.4.9 Conference with parent/caretaker prior to return of student to school may be required by building administration

**6.7 Insubordinate Behavior:** Behaviors which are defined as insubordinate include but are not limited to: disobeying or defying the reasonable/prudent direction of District personnel; cumulative minor infractions in the nature of the conduct described in this section which occur over a period of days within a semester and disrupt the educational process; profane or rude behavior; throwing objects not a part of the regular school program which creates a property of safety hazard; reckless conduct which creates a risk of harm to anyone; failure to follow normal safety rules and procedures; truancies and tardies; disruptive conduct which has the effect of disrupting the learning environment. This regulation is intended to give latitude to the staff in dealing with insubordinate behavior. If the staff member's solutions or use of normal building procedures do not result in a behavior change, a student may be referred to an administrator.

6.7.1 First Offense - Grades 9-12:

6.7.1.1 Removal from classroom or District-sponsored activity/athletics for a minimum of one (1) school day.

6.7.1.2 Suspension to be determined by the administrator who will consider the seriousness and frequency of the offense.

6.7.1.3 Contact with parent/caretaker may be required by building administration.

6.7.2 Second and Subsequent Offenses -Grades 9-12:

6.7.2.1 Removal from classroom and District-sponsored activities/athletics for a minimum of two (2) school days and maximum of five (5) school days.

6.7.2.2 Suspension with possible expulsion proceedings.

6.7.2.3 Conference with parent/caretaker may be required by building administration.

**6.8 Sexual Harassment:** Any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which: is indicated to be term or condition of an individual's academic or employment experience; is used as a basis for academic or employment decisions; interferes with an individual's academic or employment performance; or creates an intimidating, hostile or offensive academic or employment environment is included in this definition.

6.8.1 All Offenses - Grades 9-12:

6.8.1.1 Conference with student.

6.8.1.2 Optional: Conference with student and offended party/part

6.8.1.3 Contact with parent/caretaker

6.8.1.4 Suspension up to 10 days. (See 6.8.2.5).

6.8.1.5 Possible referral to proper authority.

6.8.1.6 More stringent discipline may be imposed in view of the severity and frequency of the offense, up to and including expulsion.

6.8.1.7 NOTE: False accusations will result in the same consequences set forth in Section 6.08.

**6.9 Weapons Generally:** Any student who transmits or brings a weapon onto school premises or to any school sponsored activity or who possesses, uses, displays, sells, purchases, or otherwise exercises control over a weapon on school premises or at any school-sponsored activity will be subject to discipline as provided for in this regulation. To protect

all students, the District is also including in this prohibition all weapons that have the appearance of being real. Even if a student contends he/she brought a weapon to school premises or to a school-sponsored activity for bona fide educational purposes, such conduct constitutes a violation of this prohibition unless the student or his/her parent/caretaker has obtained prior written consent from the building principal. Firearms and destructive devices are dealt with in Section 6.10. This regulation deals only with weapons generally, other than firearms and destructive devices.

**6.9.1 All Offenses**

- 6.9.1.1 Confiscation of the weapon(s).
- 6.9.1.2 Contact and conference with parent/caretaker.
- 6.9.1.3 Referral to proper authority.
- 6.9.1.4 Student's name may be submitted to Youth Services Team.
- 6.9.1.5 Suspension and/or expulsion to be determined by severity of the offense.

**6.10 Firearms and Destructive Devices:** Any student who transmits or brings any firearm or destructive device onto school premises or to any school-sponsored activity or who possesses, uses, displays, sells, purchases, or otherwise exercises control over a firearm or destructive device on school premises or at any school-sponsored activity will be subject to discipline as set forth in this policy. Firearms and destructive devices are not under any circumstances allowed at school or to be present at school activities to which school discipline policies are applicable. Because of the inherently dangerous nature of firearms and destructive devices, they will not be permitted on school premises or at school activities under any circumstances, even for bona fide educational purposes.

**6.10.1 All Offenses:**

- 6.10.1.1 Contact with parent/caretaker.
- 6.10.1.2 Referral to proper authority.
- 6.10.1.3 Expulsion for a period of not less than 1 year.
- 6.10.1.4 NOTE: The Superintendent of Schools, acting within his/her discretion, shall have the authority to alter the terms of such expulsion on a case-by-case basis for good cause shown.

**6.11 Dress:** Appropriate dress is that which does not constitute a disruption in the educational process through intimidation, prohibited solicitation as set forth below, or harassment. The attire shall also not interfere with the health and safety of the student or other students. Clothing that promotes any form of tobacco, alcohol or other drug use or abuse shall not be worn within the school environment. Clothing that states obscenity or obscenities, or language that is offensive by reasonable community standards, shall be considered inappropriate. Remarks that are sexual in nature or racist are included in this category. If it becomes apparent that clothing displays any form of gang-related message, it shall be considered as inappropriate in the educational setting and will not be allowed.

**6.11.1 First Offense Grades 9-12:**

- 6.11.1.1 Student is sent home to change clothes.
- 6.11.1.2 Parent/caretaker is contacted by phone OR (if feasible) student is directed to adjust his/her attire so as to conceal the objectionable statement.

**6.11.2 Second Offense Grades 9-12:**

- 6.11.2.1 Contact with parent/caretaker by phone.

**6.11.3 Third & Subsequent Offenses:**

- 6.11.3.1 In-house suspension or suspension for 3-5 school days pending parent conference.
- 6.11.3.2 Student will be required to complete all class work prior to reinstatement; failure to do so will result in no credit for class(es) during suspension.

**6.12 Unethical or Dishonest Behavior:** Cheating on an examination or class assignment (including plagiarism); deliberately making a false statement or presenting false information regarding an educational matter.

**6.12.1 First Offense:**

- 6.12.1.1 Student will receive no credit on an examination or assignment on which he/she has been found to have cheated.

6.12.1.2 Student may be referred to the principal, who may consider any or all of the following options: Referral to a school counselor; In-house suspension for one school day; and/or conference with student and parent/caretaker.

6.12.2 Second and Subsequent Offenses:

6.12.2.1 Student will receive no credit on any examination or assignment on which he/she has been found to have cheated.

6.12.2.2 Student will be referred to the principal who may consider any or all of the following options: In-house suspension for 1-3 school days; Referral to a school counselor; and/or conference with student's parent/caretaker.

**6.13 Harassment, Intimidation and Bullying:** An intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and: physically harms the student or damages the student's property; has the effect of substantially interfering with the student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

6.13.1 First Offense - Grades 9-12

6.13.1.1 Perpetrator is informed of District's zero tolerance policy and retaliation.

6.13.1.2 Perpetrator is warned to cease all forms of intimidation.

6.13.1.3 Student's name may be submitted to the Student Services Team, counselor or other intervention person.

6.13.1.4 Optional: Contact with parent /caretaker.

6.13.1.5 Optional: In-house suspension or suspension up to five (5) days.

6.13.1.6 Optional: Referral to proper authority.

6.13.2 Second and subsequent offenses – Grades 9-12

6.13.2.1 Perpetrator is informed of District's zero tolerance policy and retaliation.

6.13.2.2 Perpetrator is warned to cease all forms of intimidation.

6.13.2.3 In house suspension or suspension up to five (5) days.

6.13.2.4 Conference with parent/caretaker may be required by building administration.

6.13.2.5 Referral to Student Services Team, counselor or other intervention persons.

6.13.2.6 Optional: Referral to proper authority.

**7. ATTENDANCE:** It is critical that students develop an early commitment to attending school. If established early, such commitment will stay with them throughout their academic career. A strong attendance expectation will aid in this effort. Students will not develop this commitment without parents who are committed to their children's attendance. The responsibility for regular attendance lays with the student and his/her parents. It is the District's belief that time spent on task with teachers is a major factor relating to the student's success in school and that attendance has a direct effect on learning. Because of this belief, the District will enforce the Alaska Compulsory Education statutes for those students residing within the District. See Appendix A.

**7.1 Absences:** With the exception of school participation absences, every absence, whether excused or unexcused, is considered an absence, including but not limited to, illness(es) and family trips. The principal or his/her designee will contact the student's parent/guardian regarding each unexcused absence.

a. School Participation Absences are defined as absences due to organized, chaperoned, school related activity. The following criteria must be met to qualify for excused pre-planned absences:

1. Student must have a "C" average at the time of the requested absence.
2. Student must be passing in all classes.
3. Student must have the written approval of all his/her teachers.
4. A checkout form must be signed by the student's parent/caretaker after all of the student's teachers have signed the form and indicated the present grade.
5. The completed checkout form must be turned in to the attendance secretary at least three (3) days prior to the first day of the requested absence.

b. Excused Absences are defined as absences due to illness(es) or family emergencies.

c. Unexcused Absences include but are not limited to:

1. Truancy (all or part of the day)

## 2. Suspension

**7.2 Tardies:** A tardy is defined as being ten (10) minutes or less late to class. (Late arrival of eleven (11) or more minutes is an absence.)

a. Fourth offense in same class

1. In-house suspension for one (1) school day.

b. Fourth offense in same class plus additional in all classes

1. In-house suspension for one (1) school day.

2. Chronic tardiness is classified as "Insubordinate Behavior" (Section 6.7) and will follow the discipline procedures set forth in that section.

c. Any four additional offenses in all classes

1. In-house suspension for one (1) school day.

2. Chronic tardiness is classified as "Insubordinate Behavior" (Section 6.07) and will follow the discipline procedures set forth in that section.

**7.3 Make Up Work:** It is the student's responsibility to obtain missing and/or make up work for any class absence.

7.3.1 School Participation Absences:

The student will follow the checkout procedures for school participation absences set forth above. Any assigned homework will be turned in the day the student returns to school. Failure to do so will result in no credit for the work.

7.3.2 Excused Absences:

The student will have the number of days absent to complete and turn in the make-up work. Students will have the number of days absent to complete and turn in make-up work assigned in regards to participation points. Failure to complete and turn in work according to this schedule may result in no credit for the work.

7.3.3 Unexcused Absences:

The student forfeits the right to make up work, and no passing grade or credit will be granted.

**7.4 Loss of Credit:** When the total number of absences (excluding school participation absences as defined above reaches twelve (12) days per semester, no credit will be given. The principal could, in exceptional circumstances, grant a waiver to exceed this number. "Exceptional circumstances" are defined below. At the discretion of the principal, any student who accumulates twelve (12) absences in one semester (excluding school participation absences) may be subject to the following additional consequences:

7.4.1 The student will be removed from classes and assigned to permanent in-house suspension for the remainder of the semester.

7.4.2 Through Revilla High School, the student will be allowed to earn credit in courses on which the parent/caretaker and student agree.

7.4.3 Elective classes will be eliminated from the student's schedule and only those classes required for graduation will be permitted.

7.4.4 When the total number of Excused Pre-Planned Absences reaches twelve (12) days per semester, no credit will be given. The principal could, in exceptional circumstances, grant a waiver to exceed this number.

7.4.5 Students receiving no credit for non-attendance will have an "NC" recorded on their transcript and counted in the grade point average as an "F".

7.4.6 If a student wishes to appeal a loss of credit because of attendance problems, he/she must contact the superintendent and follow proper Due Process procedures as outlined in Section 8.5

**7.5 Exceptional Circumstances** are defined as:

a. Verified hospitalization, illness or injury;

b. Verified appointments with or other absences required by health care providers (physicians, dentists, chiropractors, public health nurses, etc.) and

c. Verified family emergencies such as a death or serious illness in the immediate family (parents, grandparents, brother, sister, aunt, uncle, child, or spouse);

d. Chronic illnesses accompanied by doctor verification. Parents must notify the school the day of the absence.

## 7.6 Truancies

Truancies are classified as "Insubordinate Behavior" (See 6.7) and will follow the discipline procedures set forth in that section.

**7.7 Appeal Procedure:** The appeal procedure is in place to avoid “punishing” students for being ill. If a student is absent due to illness for eleven (11) days and the parent has called in each illness and make-up work has been done consistently that student is an excellent candidate for a good cause waiver. If a parent/caretaker wishes to appeal a loss of credit, the parent/caretaker will notify the superintendent in writing as soon as possible but in any event within fifteen (15) school days of the loss of credit notification.

**7.7.1 Initial Appeal**

The initial appeal of a loss of credit decision shall be made to the superintendent or his/her designee. Upon receipt of the parent/caretaker’s notice of appeal, the superintendent will schedule the initial appeal hearing as soon as possible but in any event within ten (10) school days of the parent/caretaker’s notice of appeal. The initial appeal hearing will be conducted as follows:

1. Presentation of facts by principal.
2. Presentation of facts by parent/caretaker.
3. Rebuttal by principal.
4. Rebuttal by parent/caretaker.
5. Questions, if any, from the superintendent.

The superintendent will render a written decision to both parties as soon as possible but in any event within five (5) school days of the initial appeal hearing

**7.7.2 Final Appeal**

The parent/caretaker may further appeal by notifying the School Board in writing as soon as possible but in any event within fifteen (15) days of the initial appeal decision. The notice of appeal shall indicate whether the parent/caretaker desires this final hearing to be a public or private hearing. Upon receipt of this notice of appeal, the School Board will schedule an appeal hearing as soon as convenient. Hearing will be conducted as follows:

1. Presentation of facts to superintendent.
2. Presentation of facts to parent/caretaker.
3. Rebuttal by superintendent.
4. Rebuttal by parent/caretaker.
5. Questions, if any, from the School Board. The School Board will render a written decision to both parties as soon as possible but in any event within five (5) days of the final appeal. The decision will be based solely on the record presented by the parties at the final appeal hearing.

**8. SUSPENSION/EXPULSION:** The District will adhere to State law and Department of Education regulations with regard to any and all suspension and expulsion considerations.

**8.1 Grounds for Suspension or Denial of Admission:** Pursuant to AS 14.30.045 a school age child may be suspended from or denied admission to the public school which the child is otherwise entitled to attend only for the following causes:

- a. Continued willful disobedience or open and persistent defiance of reasonable school authority;
- b. Behavior which is harmful to the welfare, safety, or morals of other pupils;
- c. A physical or mental condition which in the opinion of a competent medical authority will render the child unable to reasonably benefit from the programs available;
- d. A physical or mental condition which in the opinion of a competent medical authority will cause the attendance of the child to be harmful to the welfare of other pupils;
- e. Conviction of a felony which the school board determines will cause the attendance of the child to be harmful to the welfare or education of other pupils.

**8.2 Suspension or Denial of Admission (4 AAC 06.060)**

8.2.1 A pupil suspended or expelled under this section may appeal to the District Board.

8.2.2 Expulsion or denial of admission of a pupil shall be solely upon the action of the governing school board in the school district.

**8.3 Expulsion:** The District recognizes that maintaining an environment which promotes learning and protects the health, safety and welfare of all students may require the suspension or expulsion of a student from regular classroom instruction. District policies and school site rules shall clearly identify

student behavior standards. The superintendent or principals may impose suspension when other means of correction fail to bring about proper conduct or for serious misconduct. The Board may expel a student for severe or prolonged breaches of discipline. Except for single acts of a grave nature, expulsion is usually used only when there is a history of misconduct, when other forms of discipline, including suspensions, have failed to bring about proper conduct, or when the student's presence causes a continuing danger to other students.

Suspended or expelled students shall be excluded from all school-related extracurricular activities during the suspension or expulsion.

The Board shall provide for the fair treatment of students facing suspension and/or expulsion by affording them their due process rights under the law. The superintendent or his/her designee shall specify procedures for notices and appeals.

#### **8.4 Process and Procedures**

To the extent applicable, the process and procedures to be observed for determining whether and the extent to which disciplinary action will be taken pursuant to this policy are set forth elsewhere in District policy and regulation. (See "Due Process and following, below) To the extent that suspension, expulsion or denial of admission are to be considered as possible outcomes, the process observed will comply with applicable law, including but not limited to Alaska Statutes and Department of Education Regulations.

The District intends that the process to be observed will provide a framework for reasonable and fair decision making. If a student or his/her parents contend that the District is not providing appropriate process or procedures, it is incumbent upon them to bring the concern to the attention of the District in a timely fashion, so that the District will have a reasonable opportunity to alleviate or mitigate the concern. Failure to timely raise the concern will constitute a binding waiver of any and all objections not timely made. ("Timely" is defined in Appendix B, attached hereto.)

#### **8.5 Due Process**

##### **8.5.1. Authority to Suspend**

8.5.1.1 The principal may suspend a student from school for not more than ten (10) consecutive school days for any of the causes set forth in the "Grounds" section of this regulation.

8.5.1.2 The superintendent may suspend a student from school for not more than twenty (20) consecutive school days for any of the causes set forth in the "Grounds" section of this regulation.

8.5.1.3 If the expulsion of a suspended student is being considered by the Board, the superintendent or his/her designee may, in writing, extend the suspension until such time as the Board has made a decision.

##### **8.5.2 Short Term Suspension Procedures (10 days or less)**

8.5.2.1 Informal Conference: Suspension shall be preceded by an informal conference conducted by the principal/assistant principal between the student, and whenever practicable, the teacher, supervisor or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity explain his/her version and evidence in support of his/her defense. If, at the end of this conference, the principal/assistant principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 school days or less.

The conference may be omitted if the principal or his/her designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. If the student is physically unable to attend within the time stated, the conference will be held as soon as the student is physically able to return to school.

#### 8.5.2.2 Notice to Parents/Guardians

8.5.2.2.1. At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension.

8.5.2.2.2 This notice shall state the reasons for suspension and the date and time when the Student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

#### 8.5.3 Authority to Expel

A student may be expelled only by the Board. A student may be expelled for any of the reasons provided for in Section 8.1. The superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or superintendent finds, and reports in writing to the Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

- a. Causing serious physical injury to another person, except in self-defense
- b. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
- c. Unlawful sale of any controlled substance.
- d. Robbery or extortion.

#### 8.5.4 Expulsion Procedures

##### 8.5.4.1 *Student's Right to Hearing*

The student is entitled to a hearing to determine whether the student should be expelled. The hearing shall be held within ten (10) school days after the principal or his/her designee determined that cause for expulsion exists. Once the hearing starts, all matters shall be pursued with reasonable diligence and concluded without unnecessary delay.

##### 8.5.4.2 *Written Notice of the Hearing*

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least five (5) calendar days before the date of the hearing. The notice shall include:

- a. The date and place of the hearing.
- b. A statement of the specific facts and charges upon which the proposed expulsion is based.
- c. A copy of the District's discipline rules which relate to the alleged violation.
- d. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel.
- e. The right to inspect and obtain copies of all documents to be used at the hearing.
- f. The opportunity to confront and question all witnesses who testify at the hearing.
- g. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf, including witnesses.

##### 8.5.4.3 *Conduct of Hearing*

- a. The District shall conduct a hearing to consider the expulsion of the student in a session closed to the public. The superintendent shall appoint a hearing officer. The hearing officer shall not be a member of the Board or on the staff of the school in which the student is enrolled.
- b. A record of the hearing shall be made and may be maintained by any means, including electronic recording, so long as a reasonable accurate written and complete transcription of the proceedings can be made.
- c. While technical rules of evidence do not apply to such hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs Findings of fact shall be based solely on the evidence at the hearing. While no evidence shall be based solely on hearsay, sworn declarations may be admitted as testimony from witnesses whose



disclosure may subject them to an unreasonable risk of harm.

d. In cases where a search of a student's person or property has occurred, evidence describing the reason for conducting the search shall be included in the record of the hearing. The hearing officer shall, within three (3) school days after the hearing, determine whether to recommend expulsion of the student to the Board. If expulsion is not recommended, the student shall be immediately reinstated. If expulsion is recommended, findings of fact in support of the recommendation shall be prepared and submitted to the Board.

#### 8.5.5 Final Action by the Board

8.5.5.1 The final action to expel must be taken by the Board at a public meeting.

#### 8.5.6 Written Notice to Expel

8.5.6.1 The superintendent or his/her designee shall send written notice of the decision to expel to the student or parent/guardian.

#### 8.5.7 Suspension and Expulsion: Identified Disabled Students

8.5.7.1 A student enrolled in a special education program is subject to the same grounds for suspension which apply to non-handicapped students. The superintendent or his/her designee may suspend a special education student for up to, but not more than, 10 school days for a single incident of misconduct. In the case of a truly dangerous child, a suspension may exceed ten (10) school days, or the student's placement may be changed, or both, if the parent/guardian so agrees or if a court order so provides.

8.5.7.2 The Board may expel a special education student only if an individualized educational program team has determined that a) the misconduct was not caused by, or a direct manifestation of, the student's identified handicap and b) the student was appropriately placed at the time the misconduct occurred.

8.5.7.3 Procedures and time lines governing the discipline (including, but not limited to, suspension and expulsion) of special education students are set forth in the Policy and Procedure Handbook for Special Education for the District.

#### Legal References:

*AS 14.30.045 Grounds for suspension or denial of admission.*

*AS 14.30.047 Admission or readmission, when cause no longer exists.*

*4 AAC 06.060 Suspension or denial of admission.*

*4 AAC 07.010-07.900 Student Rights and Responsibilities.*

## **APPENDIX A - COMPULSORY EDUCATION**

### I. Alaska Statute 14.30.010. When attendance compulsory.

A. Every child between seven and 16 years of age shall attend school at the public school in the District which the child resides during each school term. Every parent, guardian or other person having the responsibility for or control of a child between seven and 16 years of age shall maintain the child in attendance at a public school in the district in which the child resides during the entire school term, except as provided in (b) of this section.

B. This section does not apply if a child:

1. Is provided an academic education comparable to that offered by the public schools in the area, either by
  - a. attendance at a private school in which the teachers are certified according to AS 14.20.020;
  - b. tutoring by personnel certificated according to AS 14.20.020; or
  - c. attendance at an educational program operated in compliance with AS 14.45.100 - 14.45.200 by a religious or other private school;
2. attends a school operated by the federal government;
3. has a physical or mental condition which a competent medical authority determines will make attendance impractical;
4. is in the custody of a court or law enforcement authorities;
5. is temporarily ill or injured;
6. has been suspended or denied admittance according to AS 14.30.045;

7. resides more than two miles from either a public school or a route on which transportation is provided by the school authorities, except that this subsection does not apply if the child resides within two miles of a federal or private school that the child is eligible and able to attend;
8. is excused by action of the school board of the district at a regular meeting or by the district superintendent subject to approval by the school board of the district at the next regular meeting;
9. has completed the 12th grade;
10. is enrolled in
  - a. the state boarding school established under AS 14.16; or
  - b. a full-time program of correspondence study approved by the department; in those school districts providing an approved correspondence study program, a student may be enrolled either in the district correspondence program or in the centralized correspondence study program;
11. is equally well-served by an educational experience approved by the school board as serving the child's educational interests despite an absence from school, the request for excuse is made in writing by the child's parents or guardian, and approved by the principal or administrator of the school that the child attends.

II. Alaska Statute 14.30.020. Violations. A person who knowingly fails to comply with AS 14.30.010 is guilty of a violation. Each five days of unlawful absence under AS 14.30.010 is a separate violation.

III. Alaska Statute 14.30.030. Report of violations and procedures. The chief administrative officer of a school district or regional educational attendance area (Superintendent) shall report all apparent violations of AS 14.30.010 to the governing body of the district (School Board). The governing body shall, on receiving the report or on the complaint of any person, provide for a full and impartial investigation of all charges of violation. In private or federal schools, the chief administrative officer shall make a full and impartial investigation of all apparent violations. If it reasonably appears upon investigation that a person has violated AS 14.30.010, the governing body of a district school or regional educational attendance area (School Board), or the chief administrative officer of a private or federal school, shall make and file with the district court a complaint against the person, charging the violation.

IV. Alaska Statute 11.81.900(57) defines "violation" is a non-criminal offense punishable only by a fine, but not by imprisonment or other penalty. It further states that conviction of a violation does not give rise to any disability or legal disadvantage based on conviction of a crime and that a person charged with a violation is not entitled to a trial by jury or to have a public defender or other counsel appointed at public expense to represent the person.

V. Alaska Statute 12.55.035 Fines(5) sets forth the fine (\$300 for violation)

## APPENDIX B - DEFINITIONS

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another; assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Caretaker:** any adult 21 years or older significant other whose relationship with the family is such that he/she does or is willing to provide support services to the student and family.

**Chronic Illness:** a prolonged; lingering illness. Example: asthma

**Destructive device:** includes any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, any missile having an explosive or incendiary charge of more than one-quarter ounce, any mine, or device similar to the devices described as destructive devices. The prohibition of destructive devices also includes any combination of parts designed or intended for use in converting any device into a destructive device, as described above, or from which a destructive device can be readily assembled.

**Detention:** assignment to a designated area before, during or after school.

**Drug:** a substance recognized as a drug in the Official United States Pharmacopoeia, Official Homeopathic Pharmacopoeia of the United States, or Official National Formulary, or any supplement to these publications; a substance intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; a substance, other than food, intended to affect the structure or any function of the body of humans or animals; and a substance intended for use as a component of any article specified in this definition.

**Drug Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions:

Does not require knowledge of the proximity of a school.

Does not require evidence that children are currently or likely to congregate.

Does not require proof that the sale of drugs had a detrimental effect on children.

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, store, process, prepare, inject, ingest, inhale or otherwise introduce a drug into the human body.

Expulsion: administrative removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester, but not to exceed one (1) year.

Fighting: mutual use of physical force by two or more students in circumstances in which it is not possible to determine the aggressor.

Firearm: includes any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Firearms include the frame or receiver of any such weapon and any firearm muffler or firearm silencer. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one half inch in diameter.

Gang: a group that (a) claims a physical territory, (b) engages in criminal, discriminatory or antisocial activities and (c) displays two or more of the following characteristics: (1) interacts among itself to the exclusion of others, (2) adopts recruitment criteria for eligibility and membership, (3) adopts symbols of membership.

Harass: to persistently act in a manner (verbal or physical) that serves to distress, annoy, or torment another person.

In loco parentis: legal obligation applied to the District or its agents to act in place of parent in a manner that would provide an appropriate environment conducive to education.

In-house suspension: removal of student from classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building.

Physical injury: a physical pain or an impairment of physical condition [AS 11.81.900(41)].

Proper Authority: the criminal referral system.

Prudent: capable of exercising sound judgment in practical matters.

Reasonable: using or showing reason; or sound judgment, sensible.

Restitution: reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

Sexual harassment: any unwelcome sexual advance, requests for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which

results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic or employment experience, (b) is used as a basis for academic or employment decisions, (c) interferes with an individual's academic or employment performance, or (d) creates an intimidating, hostile or offensive academic or employment environment is included in the definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

Social activities: any non-academic school activity in which a student would normally participate, including but not limited to recess, lunch hour and assemblies.

Student Services team: a group of school building staff members who assess the educational and developmental needs of students.

Suspension: temporary removal of a student from school building and property and from participation in activities.

Theft: the taking of property without the owner's consent.

Timely: two school days (see Due Process - a parent has two school days from the time of notification of procedural results to alleviate or mitigate a concern.)

Truancy: willful and unjustified failure to attend school by one who is required to attend; skipping

Weapon: any knife, club, ax, metal knuckles, and other object designed for or capable of causing death or serious physical injury under the circumstances in which it is used, attempted to be used or threatened to be used, including any weapons that have the appearance of being real.

Youth Services team: a community-based group of agency-school personnel dealing with youth-related issues and focusing on the prevention of delinquency.